



DEPARTMENT OF CITY PLANNING

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

TOD DEVELOPMENT CERTIFICATE APPLICATION



Application Procedures

1. **A pre-application conference is required.** To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including:
 - Check for required application fee made payable to Treasurer, City of Norfolk (see fee schedule).
 - One 8½ x 14 inch or 11 x 17 inch copy of a physical survey.
 - One 8½ x 14 inch or 11 x 17 inch copy of architectural elevations for all sides of proposed buildings visible for the public right-of-ways, including the proposed building heights and percentages of ground floor transparency (for buildings with nonresidential uses proposed on the ground floor).
 - One 8½ x 14 inch or 11 x 17 inch copy of a site plan, drawn to scale and showing all proposed site improvements, including any necessary off-site improvements (see specific criteria on page 4 of the application).
4. Staff will review application to determine completeness.
5. Applicant to contact appropriate Civic League prior to meeting.
Applicant should provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the meeting.
6. Applicant must attend the planning commission meeting at the place/time as follows (unless otherwise specified):
 - ▶ Where: City Hall Building
11th Floor, City Council Chambers
 - ▶ Time: 2:15 p.m.
7. During the Commission's meeting:
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
8. Upon reviewing the application and the written staff report, the Planning Commission may either approve, approve subject to modification, or deny the TOD development certificate, including the requested waivers.
9. An appeal of any denial shall comply section 10-15.8(d) of the *Zoning Ordinance*.

DEPARTMENT OF CITY PLANNING ZONING SERVICES

5TH FLOOR
(757) 664-4752 / (757) 441-1569 (FAX)

TOD Development Certificate Application



APPLICATION TOD Development Certificate

Date of application: _____

DESCRIPTION OF PROPERTY

Proposed Location of Property: (Street Number) _____ (Street Name) _____

Existing Zoning Classification: _____ Proposed TOD Zoning Classification: _____

Existing Use of Property: _____

Site Square Footage/Acreage: _____ Current Building Square Footage: _____

Proposed Use _____

Name of Business/Development (If applicable) _____

APPLICANT

(If applicant is a LLC or a Corp./Inc., include name of official representative and/or all partners)

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

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TOD Development Certificate

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AUTHORIZED AGENT (if applicable)

(If agent is a LLC or a Corp./Inc., include name of official representative and/or all partners)

2. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of agent: _____

PROPERTY OWNER

(If property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)

3. Name of property owner: (Last) _____ (First) _____ (MI) _____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ email: _____

E-mail address of property owner: _____

CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward information: _____

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CRITERIA FOR REVIEW

Please provide the following information:

- (a) Explain how the proposed development complies with the purpose statements for the TOD-Core or TOD-Support districts: "The Transit-Oriented Development Districts are intended to encourage the location of uses within no more than one half-mile of a fixed transit station" (*Zoning Ordinance*, section 10-15.1).

TOD-Core purpose statement: "In the Transit-Oriented Development Core (TOD-C) District (the "district") the mix of employment and residential activity should utilize urban design techniques to promote transit-, bicycle-, and pedestrian-oriented uses while discouraging low-intensity, auto-oriented uses. The district is intended to be applied in concert with the Transit-Oriented Development Support (TOD-S District)," and/or;

TOD-Support purpose statement: "The Transit-Oriented Development Support (TOD-S) District is intended to facilitate the harmonious transition between a transit-oriented development district and the surrounding neighborhoods."

- (b) Use characteristics of the proposed development, including the types of ground-floor active uses and continuity of activity along the street front.

- (c) Location and adequacy of off-street parking and loading provisions, including the desirability of bicycle parking.

- (d) Architectural relationships, both formal and functional, of the proposed development, to both surrounding buildings and the public right-of-way, including building siting, massing, proportion, and scale."

- (e) Suitability of signs, landscaping, lighting, and other site or building features in relation to the existing or planned public improvements in the district.

REQUIRED ATTACHMENTS

- Required application fee, **\$5** (if check, made payable to the City of Norfolk).
- **If waivers are requested**, additional analysis will be needed; which will require an additional fee of **\$100** (to be incorporated into just one check).
- One 8½ x 14 inch or 11 x 17 inch copy of a physical survey, drawn to scale and showing site conditions and improvements (including portions of the right-of-way to the curb line).
- One 8½ x 14 inch or 11 x 17 inch copy of architectural elevations for all sides of proposed buildings visible for the public right-of-ways, including the proposed building heights and percentages of ground floor transparency (for buildings with nonresidential uses proposed on the ground floor).
- One 8½ x 14 inch or 11 x 17 inch copy of a site plan, drawn to scale and showing all proposed site improvements (including any necessary off-site improvements) to include the following:
 - Existing and proposed building structures (showing the relationships to the surrounding development and property lines).
 - Location, amount, access and egress, and site design of parking serving the principal use(s).
 - Pedestrian circulation on and near the site, including pedestrian connections between the designated parking, transit stations, and the principal use(s).
 - Location, amount, character and continuity of any open space and landscaping on the site.
 - Location, design, and dimensions of signage.

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: _____ **Sign:** _____ / _____ / _____
(Signature of Property Owner, or Authorized Agent of Property Owner) (Date)

Print name: _____ **Sign:** _____ / _____ / _____
(Applicant) (Date)

ONLY NEEDED IF APPLICABLE:

Print name: _____ **Sign:** _____ / _____ / _____
(Authorized Agent Signature, if applicable) (Date)

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